King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.03.004, **Bereavement Leave**	Approved By:	Director Allen Nance
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Purpose
To establish procedures regarding the utilization of King County allocated bereavement leave.

Policy
It is the policy of this department, in accordance with King County Personnel Guidelines, to grant five (5) days of bereavement leave per calendar year, unless otherwise stated in a Collective Bargaining Agreement, to those staff eligible for leave benefits and due to the death of an immediate family member.

References
Department Policy: 1.03.012, Leave of Absence Without Pay (LWOP)
King County Personnel Guidelines Chapter 14.9
King County Code: 3.12.210
Collective Bargaining Agreements
King County Forms: King County Absence Request (1394)
Leave Without Pay Request (LWOP)

Definitions
Domestic Partner Partnership: Two people in a domestic partnership, one of whom is a County employee, who have attested to the relationship in an affidavit of domestic-partnership filed with the County.

General Guidelines
1. Where a collective bargaining agreement stands silent, the Department policy reverts to the King County Personnel Guidelines.
2. The benefit may vary based on collective bargaining agreements.
3. Immediate Family is defined as:
   a. Children
   b. Parents
   c. Siblings
   d. Spouse or domestic partner
   e. Grandchildren
   f. Grandparents
   g. Parents of spouse or domestic partner
   h. Children of spouse or domestic partner

i. Sibling of spouse or domestic partner
j. Grandchild of spouse or domestic partner
k. Grandparent of spouse or domestic partner
l. Son or daughter-in-law

5. The Department requires employees to note on their Absence Request form (1394) the relationship of the deceased under section 4 of the form, in addition to checking bereavement leave in section 2.
6. An employee who has exhausted his or her bereavement leave may use up to 3 days of sick leave for each instance when death occurs to an immediate family member within the same calendar year.
7. If no sick leave benefit is authorized or has been accrued by the employee, then the appointing authority may approve leave without pay in response to a Leave Without Pay Request form (LWOP).
8. Holidays and furloughs that fall within the prescribed period of absence will not be charged against bereavement pay entitlement.